

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



January 3, 1975

ALL-COUNTY LETTER NO. 75-5

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: REVISION TO THE DFA 296, "FOOD STAMP PROGRAM MONTHLY STATISTICAL REPORT"

REFERENCE:

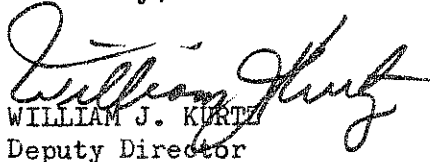
The DFA 296, "Food Stamp Program Monthly Statistical Report" has been revised and will be effective February 1, 1975. Attached are copies of the revised form and instructions. The report is to be sent in monthly. It is anticipated that the implementation date of February 1 will allow sufficient time to prepare for the collection of the required data.

The report has been revised (1) to provide State and Federal administrators with information for program planning and management; (2) to provide information on the status and trends in the Food Stamp Program; and (3) to provide information for compiling a yearly report (mandated by W&I Code Section 18913) for the California Legislature evaluating the effectiveness of the Food Stamp Program.

The first monthly report on the revised form will be for the report month of February 1975. The first report will be due March 20, 1975. A small supply of the form is attached for the first reports. The form should be then ordered through regular channels.

Questions should be directed to the Program Information Bureau at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,


WILLIAM J. KURTZ
Deputy Director**OBsolete**

cc: CWDA

Superseded by AEL #77-15Issued 3-17-77

INSTRUCTIONS FOR COMPLETING FOOD STAMP PROGRAM
MONTHLY STATISTICAL REPORT, DFA 296
EFFECTIVE FEBRUARY 1, 1975

CONTENT

The report provides monthly statistical data on application processing, certified caseload movement, recertification processing, and suspensions for the Public Assistance (PA) and Nonassistance (Non-PA) segments of the Food Stamp caseload.

PURPOSE

The purpose of the data is (1) to provide State and Federal administrators with information for program planning and management; (2) to provide information on the status and trends in the Food Stamp Program; and (3) to provide information for compiling a yearly report (mandated by W&I Code, Section 18913) for the California Legislature evaluating the effectiveness of the Food Stamp Program.

DISTRIBUTION OF REPORTED INFORMATION

Data from this report are compiled and published for distribution to program managers, county welfare departments, other interested agencies and individuals in the monthly statistical summary, Public Welfare in California.

DUE DATE AND SUBMITTAL INSTRUCTIONS

Two copies of the Form DFA 296 will be prepared at the end of each report month. One copy is retained for county files. The other copy is to be sent to:

Program Information Bureau
Department of Benefit Payments
744 P Street, Mail Station 12-81
Sacramento, CA 95814

It is to be received no later than the 20th calendar day of the month following the end of the report month.

DEFINITIONS

PA and Non-PA Classifications - An assistance (PA) household is one which all members are included in either a federally aided public assistance or county, general assistance grant. All other households are classified as either pure or mixed nonassistance (Non-PA) households. (See Food Stamp Manual of Policies and Procedures, Section 63-2110.1, .2.)

INSTRUCTIONS FOR ITEMS

Part A. New Application Processing

New applications are the identifiable (legible name and address) applications received from persons not currently certified for Food Stamps in the county. Include new applications received from transfer cases whose Form FNS-286 contain information that could not be verified. (See Food Stamp Manual of Policies and Procedures, Section 63-2423.)

1. Pending from last month - Enter number of Food Stamp applications for both PA and Non-PA applicants pending from the previous month. The count **should** equal Item 5 of the previous month's report. If not, explain on the back.
2. Received during the month - Enter the number of identifiable new applications received during the report month.
3. Total during the month - Enter the number of all active applications, which is the sum of Item 1 and Item 2.
4. Disposed of during the month - Enter the number of applications disposed of, which is the sum of Items 4a, 4b, and 4c.
 - a. Certified eligible - Enter the number of applications certified eligible during the month, which is the sum of Items 4a(1) and 4a(2).
 - (1) Certified PA - Enter the number of new applications certified as PA cases.
 - (2) Certified Non-PA - Enter the number of new applications certified as Non-PA cases.
 - b. Denied - Enter number of applications denied by county action.
 - c. Other dispositions - Enter number of applications voluntarily withdrawn by the applicant, cancelled by death of the applicant, or disposed of by action other than reported in Item 4a and Item 4b.
5. Applications pending at end of month - Enter the number of applications in Item 3 minus the number in Item 4.
 - a. Pending 1 to 30 days - Enter the number of applications that have been pending action for approval or denial for 1 to 30 days.
 - b. Pending over 30 days - Enter the number of applications that have been pending action for approval or denial for over 30 days.

Part B. Certified Caseload Movement

6. Cases brought forward from last month - Enter number of certified cases. The number of cases should be the same as that for Item 10 for last month. If not, explain on the back.

7. Cases added during month - Enter number of assistance and nonassistance households added during the month which is the sum of Items 7a, 7b, and 7c.
- a. Applications approved - Enter the number of applications approved during the month. The numbers should be the same as those reported in Items 4a(1) and 4a(2).
 - b. Sixty-day continued certification transfers - Enter number of households for which a Form FNS-286, "Certification of Household Transfer", was received and approved during the month without requiring a new application.
 - c. Transferred from PA or Non-PA caseload - Enter in the appropriate column the number of certified households that were transferred from a PA status to a Non-PA status or from a Non-PA to a PA status during the month.
8. Cases open during month - Enter number of certified cases - sum of Items 8a and 8b. The total should also be the same as the sum of Item 6 and Item 7.
- a. Eligible to participate during month - Enter number of households eligible to participate during the report month in each classification. A household eligible for any part of a report month is considered eligible for the entire month.
 - (1) Persons in Item 8a cases - Enter number of persons in the household eligible to participate in the report month.
 - b. Other cases - Enter number of cases open in each classification for reasons other than that reported in Item 8a, such as households certified for the Food Stamp Program during the report month but not eligible to begin initial participation until the following month.
9. Cases removed from certification or changed in classification during month - The number is the sum of Items 9a through 9f below. Enter the total number of certified cases terminated in each classification during the report month and those cases whose classification was changed by intraprogram transfer.
- a. Acceptance of employment through Employment Development Department (Code 80) - Enter number of cases no longer eligible to participate in the Food Stamp Program because of employment obtained through the Employment Development Department (EDD). The components should total to the same as Item 6 (Number of Households, Benefits Terminated) on the FNS-285 report.
 - b. Failure to comply with work registration requirements (Code 81) - Enter the number of cases which became ineligible because of the failure to comply with work registration requirements. The components should total to the same as Item 7 (Number of Households, Benefits Terminated this month because of failure to comply with requirements) on the FNS-285 report.

- c. Died, moved, voluntarily withdrew, or certification period expired with household failing to appear for recertification (Code 82) - Enter the total number for the above reasons. This item includes removals from certification due to (1) death in one-person cases; (2) the household moving from the county with or without a transfer of eligibility; (3) the voluntary withdrawal of a case; or (4) failure of a case to appear for recertification. (NOTE: An inter-county transfer case is considered terminated at the time of issuance of the FNS-286.)
 - d. Refusal to pay fraud claim or cooperate with quality control review (Code 84) - Enter the number of cases removed from certification for the above reasons as determined by the state agency.
 - e. Transferred to PA or Non-PA caseload (Code 85) - Enter the number of cases transferred because of a change in status from PA to Non-PA or from Non-PA to PA classification.
 - f. All Other removals from certification (Code 86) - Enter number of all other removals from certification during the month.
10. Cases carried forward to next month - Enter the number of certified cases carried forward to next month - Item 8 minus Item 9.

Part C. Subsequent Certifications (Redeterminations of Eligibility)

- 11. Overdue and pending from last month - Enter number of subsequent certifications overdue and pending from the previous month. The count should equal Item 15 of the previous month's report. If not, explain in a footnote.
- 12. Number due for the month - Enter the number of cases that must have an eligibility redetermination completed during the month in order for the case to remain eligible to participate during the next month.
- 13. Total during the month - Enter the total number of subsequent certifications that must be completed during the month, which is the sum of Item 11 and Item 12.
- 14. Number completed during the month - Enter the sum of cases in a. and b. below.
 - a. Determined continuing eligible - Enter number of cases for which an eligibility redetermination resulted in the case being approved for continued participation.
 - b. Removed from certification - Enter total number of cases removed from certification during the month as a result of the recertification process. Include cases where an eligibility redetermination was made and the case was determined ineligible for continued participation and cases that failed to request a renewal of certification.
- 15. Overdue and pending county action at end of month - Enter count of all cases overdue for an eligibility redetermination during the month as a result of agency administrative or procedural errors.

Part D. Suspensions (ATP Issuance Counties Only)

16. Number of cases suspended during month due to three consecutive months of ATP non-usage - Enter number of all cases suspended during the report month for failure to use any of the ATP's issued them in the purchase of Food Stamps for any three consecutive months. Eligibility of these cases is not considered terminated. (See Section 63-2430.)

**FOOD STAMP PROGRAM
MONTHLY STATISTICAL REPORT**

SEND ONE COPY TO:

PROGRAM INFORMATION BUREAU
DEPARTMENT OF BENEFIT PAYMENTS
744 P STREET, MAIL STATION 12-81
SACRAMENTO, CALIFORNIA 95814

COUNTY		FOR THE MONTH OF	
		, 19__	
PART A. NEW APPLICATION PROCESSING			
1. Pending from last month (Item 5 last month, or explain on back).			
2. Received during the month.			
3. Total during the month (sum of 1 + 2)			
4. Disposed of during month (sum of a + b + c, below)			
a. Certified eligible (sum of 1 + 2, below)			
(1) Certified PA			
(2) Certified Non-PA			
b. Denied.			
c. Other dispositions.			
5. Applications pending at end of month (3 - 4; also a + b, below)			
a. Pending 1 to 30 days.			
b. Pending over 30 days			
PART B. CERTIFIED CASELOAD MOVEMENT		PA	NON-PA
6. Cases brought forward from last month (same as cases in Item 10 last month, or explain on back)			
7. Cases added during month (sum of a + b + c, below)			
a. Applications approved (4a(1) and 4a(2), above)			
b. 60-day continued certification transfers.			
c. Transferred from PA or Non-PA caseload			
8. Cases open during month (sum of 6 + 7; also a + b, below).			
a. Eligible to participate during report month			
(1) Persons in Item 8a cases		()	()
b. Other cases.			
9. Cases removed from certification or changed in classification during month (sum of a through f, below).			
a. Acceptance of employment through Employment Development Department(80)			
b. Failure to comply with work registration requirements(81)			
c. Died; moved; voluntarily withdrew; or certification period expired with household failing to appear for recertification(82)			
d. Refusal to pay fraud claim or cooperate with quality control review.(84)			
e. Transferred to PA or Non-PA caseload(85)			
f. All other removals from certification(86)			
10. Cases carried forward to next month (8 - 9, above)			

PART C. SUBSEQUENT CERTIFICATIONS (Redetermination of Eligibility)	TOTAL	PA	NON-PA
11. Overdue and pending from last month (Item 15 last month or explain in a footnote).			
12. Number due for the month			
13. Total during the month (sum of 11 + 12)			
14. Number completed during the month (sum of a + b, below)			
a. Determined continuing eligible.			
b. Removed from certification			
15. Overdue and pending county action at end of month (13 - 14)			
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PART D. SUSPENSIONS (ATP Issuance Counties Only)	TOTAL	PA	NON-PA
16. Number of cases suspended during month due to three consecutive months of ATP non-usage			
COMPLETED BY		TELEPHONE NUMBER	DATE